

Northland Pioneer College

Instructional Council (IC)

02-12-16

Voting Members Present: John Chapin, Janice Cortina, Ruth Creek-Rhoades (proxy for Rickey Jackson), Amber Gentry, Eric Henderson, Ryan Jones, Pat Lopez, Ryan Rademacher, Carol Stewart and Ken Wilk
Non-Voting Members Present: Cindy Hildebrand, Wei Ma, Stan Pirog, Jeremy Raisor, Josh Rogers, Mark Vest and Hallie Lucas (recorder)
Guests: Clover Baum, Peggy Belknap, Jennifer Bishop, Kathy Patikan (NUR leadership student) and Everett Robinson

(NOTE: Some items were taken out of order from original agenda.)

- I. Roll Call
- II. Approval of 01-29-16 IC Minutes – Ryan Rademacher
 - a. Pat **MOVED** to approve the IC Minutes of 01-29-16; **SECOND** by Janice.
 - i. Motion **APPROVED** by majority vote.
 - ii. Ryan R., Ryan J. and Ken **ABSTAINED**
- III. IC Subcommittees/Task Forces
 - a. Assessment of Student Knowledge – no report
 - b. Catalog Review Subcommittee – no report
 - c. Learning Technology (LT) Subcommittee February 2016 – Ruth Creed-Rhoades
 - i. Ruth gave an overview of the report. IC has already given a recommendation to the President to rename Model/Audio/Video classrooms. Mark will work on getting the recommendation to the next Change Advisory Board meeting.
 - ii. Pat **MOVED** accept the LT Subcommittee Report to IC February 2016; **SECOND** by John.
 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Hallie will send Ruth the document approved by IC FA15 regarding our recommendation of how to name classrooms.
 - iv. Add LT Charge from IC - Revise Distance Education Guidelines and Best Practices Document – Pat Lopez and Janice Cortina
 1. Pat explained that the last revisions to this document were made in 2011; therefore, they need to be brought current with new definitions/practices established. The document also needs to be brought into alignment with the Guidelines for Course Forms in ACRES. (LT will work with Janice and Pat to coordinate definitions, etc.)
 2. Carol **MOVED** that we add a charge to LT to revise the Distance Education Guidelines and Best Practices document; **SECOND** by John.
 - a. Motion **APPROVED** by majority vote.
 - b. Pat and Janice **ABSTAINED**.

3. **Task:** Hallie will update the Learning Technology Charge from IC according to the motion from today's IC Meeting and will send the updated charge to Ruth.

IV. Curriculum

a. ACRES

- i. BUS 203, 206, 215, 225, 230, 238 Course Modifications – Jennifer Bishop
 1. Jennifer stated that all of these courses have passed Quality Matters Rubric and only the Internet modality is being changed; however, no action is needed on BUS 230, because it has already been approved in ACRES for Internet instruction.
 2. Ken **MOVED** to approve BUS 203, 206, 215, 225, 238; **SECOND** by Carol.
 - a. **DISCUSSION:** 1) suggested change to BUS 203, 206, 238 to remove laboratory modality, because there are no lab hours for the course (other courses should be checked, as well – whether or not lab component needs to be included); 2) there are comments on some of these courses in ACRES and a few IC voting members believe that the motion is premature, as they need more time to review the courses; 3) the rationale on BUS 203 needs updated; 4) since there is no substantive change to BUS 203, name could be changed to Introduction to Business Communication; 5) BUS 238 course description needs work, in order for it to meet IC guidelines; 6) BUS 231 - consider adding laboratory modality; 7) Jennifer explained that SNAP Online is used to accommodate the lab portion of these Internet courses for the computer skill's work.
 - b. Motion **REJECTED** by unanimous vote.
 3. **Task:** Ryan R. will return the following courses (in ACRES) to the Department Chair, so that changes suggested by IC can be corrected – BUS 203, 206, 215, 225, 231 and 238.
- ii. CON 265 New Course – Ken Wilk
 1. Ryan R. moved the course forward in ACRES, as it had enough votes.
- iii. CCP 077 New Course – Kathy Bentley
 1. Kathy explained that this course is for students who are seeking the new high school equivalency, but they enter with lower skills. Kathy answered questions and IC members will review the course and vote on it in ACRES.

b. New Programs

c. Program Modifications

- i. CON AAS, CAS, CP Program Modification – Ken Wilk
 1. Pat **MOVED** to approve CON AAS, CAS, CP Program Modification, as presented in ACRES; **SECOND** by Eric.
 - a. Motion **APPROVED** by majority vote.
 - b. Ken **ABSTAINED**.
- ii. CIS AAS, CAS Computer Information Systems – Clover Baum
 1. For the most part, the CIS courses that are in ACRES have minor modifications and are mainly there to enter the official record into ACRES. Discussion included: 1) Clover has received approval from Financial Aid regarding the proposed program changes; 2) there are a

couple of existing courses being added, and the math and second communications verbiage is being revised to meet IC standards.

2. CIS AAS, CAS Web Development & Graphic Design, CP Web Development, CP Graphic Design – Clover Baum
 - a. Discussion regarding this Program Modification included: 1) technology changes very fast in this area; 2) Clover noted that she has received approval from Financial Aid regarding the proposed program changes; 3) basically three programs are being consolidated to reduce redundancy – Web Development, Graphic Design and Web Design; 4) there is currently no room in the program for any required electives – but, the instructors in the CIS Department will look at the possibility of accommodating some free electives.
 - b. **Task:** As Clover pointed out in today’s IC Meeting, she has a couple of errors on her explanation document for Web Development & Graphic Design. Once she corrects it, she will resend it to Hallie to post.
 - c. **Task:** Clover will speak with the CIS instructors about the possibility of having electives for students in her program modification.

iii. CIS AAS Required Electives – Clover Baum

1. Some classes are being removed from the list as they really do not relate to a computer-based technology degree. Clover also went over several new and existing courses that are being added and the rationale for the additions.

d. Program Deletions

i. CIS AAS, CAS, CP Web Design – Clover Baum

1. See notes above regarding the new Web Development and Graphic Design degree. This deletion is part of streamlining the program.

e. Program Suspensions – none

f. Misc. Curriculum

i. There was a general discussion about possibly establishing some type of college-wide parameters/policy/guidelines about elective flexibility in programs.

1. **Task:** For the next IC Meeting, Hallie will add an agenda item regarding electives. Do we want to establish some type of guidelines?

ii. ACRES – Mode of Instructional Delivery Proposed Changes Draft 02-05-16 – Pat Lopez and Janice Cortina

1. Pat gave an overview of the recommended changes as noted in the draft document. Discussion followed, including: 1) on #5, the terminology “instructional activity that cannot be delivered through lecture, demonstration, or Internet” was discussed and apparently some lab content can be offered over the Internet; 2) homework vs. lab; 3) articulation factors in; 4) really think before checking modality box – is there any component of this course that should not be taught online? 5) hands-on might mean different things to different disciplines; 6) it might be wise to look at how other institutions use the term lab in their curriculum; 7) we want the document to be as concise as possible, while also allowing for some flexibility; 8) part of the discussion includes

- which modalities need to pass some form of Quality Matters Rubric (QMR)? 9) does IC need to have a discussion about what type of courses are appropriate for online instruction?
2. **Task:** If IC members have suggested language for the ACRES – Mode of Instructional Delivery Proposed Changes document, they should contact Pat and Janice A.S.A.P.
 3. **Task:** Pat and Janice will work on the ACRES – Mode of Instructional Delivery Proposed Changes document and massage the language as discussed in today’s IC Meeting. They will bring it back to IC.
- iii. **Task:** It is important that all IC voting members get into ACRES and vote on courses. They should make new courses and course deletions a priority. Reminder of important deadline - All new courses, course modifications or course deletions that affect NPC programs of study must be approved no later than the second IC Meeting in February (**February 26, 2016**). Also, just a reminder of other important deadlines:
1. All **GENERAL EDUCATION** new programs, program modifications or program deletions must be approved for 2016-2017 no later than the second IC Meeting in February (**February 26, 2016**).
 2. All new programs, program modifications or program deletions (except general education) must be approved no later than the first IC Meeting in March (**March 11, 2016**).
 3. All new courses, course modifications or course deletions that **do not** affect NPC programs of study must be approved no later than the first IC Meeting in March (**March 11, 2016**).
- V. Old Business Not Related to Curriculum
- a. Competency Based Education – Ken Wilk and Carol Stewart
 - i. Ken and Carol recently attended a state-wide competency based education conference, and they posted a document on MyNPC with their notes from the conference. Discussion included: 1) competency based education could potentially be happening at the high school level; 2) how do we evaluate competency based education credits that come in from another institution? 3) as an institution, what stand do we want to take on this matter? 4) competency based education is different than credit for prior learning; 5) it might be described as bundling curriculum in a way that it is more project oriented, and a student can complete projects, which would be aligned to course outcomes for the completion of the degree – credits essentially become irrelevant – learn at your own pace – ability of students to come and go to attain certain goals; 6) attractive for working people; 7) in some of our CTE areas, we currently have the framework for competency based education.
- VI. New Business Not Related to Curriculum
- a. College Council – Need IC Representative for 03-11-16 – Ryan Rademacher
 - i. **Task:** Ryan R. will notify College Council that Ryan J. will be the IC Representative at the 03-11-16, Video 1, 2:00 p.m., College Council Meeting.
 - b. Internet Competency Test – Jeremy Raisor
 - i. Who decides what classes are exempt from taking ICT 095 (or passing that test)? In particular, some IMO courses are listed as Internet modality; therefore, as it currently stands, they are required to pass QMR. Are these really hybrid courses?

- ii. Does there need to be changes made to the ICT test or course, so that exceptions are not needed? What evidence do we have that the test is not helping students?
- iii. Eric **MOVED** that we defer the matter of Internet Competency Testing to the LT Subcommittee; **SECOND** by Ken.
 - 1. Motion **APPROVED** by majority vote.
 - 2. John **ABSTAINED**.

VII. Other – none

VIII. Adjournment

- a. The meeting was cut off on the Video 2 system; therefore, there was no opportunity to appropriately adjourn.

Approved by IC 02-26-16